

(87)

13 AUGUST 1962

MEMORANDUM FOR: THE DEPUTY DIRECTOR FOR SUPPORT

SUBJECT : REVIEW OF T/O FOR CABLE SECRETARIAT-MESSAGE CENTER

25X1A

1. THE PRESENT CABLE SECRETARIAT-MESSAGE CENTER T/O OF [REDACTED] STATINTL
[REDACTED] HAS EVOLVED FROM DATA SUBMITTED IN 1955 BASED ON 1954 PRODUCTION.

STATINTL

2. IN 1954 THE CABLE SECRETARIAT WORKLOAD FOR AN AVERAGE MONTH WAS 12,088 CIA CABLES. THEY NOW PROCESS 24,520 CIA CABLES IN AN AVERAGE MONTH -- AN INCREASE OF 103%. THEIR TOTAL WORKLOAD, INCLUDING CIA AND NON-CIA CABLES, NOW AVERAGES 36,479 CABLES EACH MONTH -- AN INCREASE IN WORKLOAD OVER 1954 OF 206%. THEIR T/O SINCE 1955 HAS BEEN INCREASED BY [REDACTED] TO PROVIDE FOR THE DISSEMINATION OF NON-CIA CABLES, A RESPONSIBILITY ASSIGNED TO THE CABLE SECRETARY IN JANUARY 1961.

3. AS YOU KNOW, THE CABLE SECRETARY IS UNDER PRESSURE TO DISSEMINATE BOTH CIA AND NON-CIA CABLES IN THE SHORTEST POSSIBLE TIME, SEVEN DAYS A WEEK AROUND THE CLOCK. SINCE THE PROMPT DISSEMINATION OF CABLES IS OF CONSIDERABLE IMPORTANCE TO THE ENTIRE AGENCY, I WOULD LIKE TO BE ASSURED THAT THE CABLE SECRETARY HAS AVAILABLE THE MEANS TO DO HIS JOB TO THE STANDARDS WE ALL DESIRE. ACCORDINGLY, I WOULD APPRECIATE IT IF YOUR STAFF WOULD MAKE A STUDY OF THE CABLE SECRETARIAT-MESSAGE CENTER IN ORDER TO EFFECT SUCH CHANGES IN THE GRADE STRUCTURE AND CEILING AS MAY NOW BE WARRANTED. I UNDERSTAND THAT THE CABLE SECRETARY HAS A DRAFT REORGANIZATION CHART AND REVISED JOB SHEETS WHICH HE BELIEVES WOULD MEET HIS NEEDS.

LYMAN B. KIRKPATRICK
EXECUTIVE DIRECTOR

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WORKLOAD FIGURES FOR CABLE SECRETARIAT-MESSAGE CENTER STUDY - AUGUST 1962

YEAR	MONTHLY AVERAGE	INCREASE	PER CENT OF INCREASE <u>OVER BASE YEAR OF 1954</u>
1954	12,088		
1955	15,543	3,455	28
1956	16,858	1,770	39
1957	18,238	6,150	51
1958	18,778	6,690	55
1959	17,577	5,489	45
1960	19,809	7,721	64
1961	24,135	12,047	99
1962	24,547	12,457	103
*1962	36,979	24,891	206

*INCLUDES CIA AND NON-CIA

STATINTL

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